

INTERIOR DESIGN

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Department is currently seeking two interns in the Real Estate Asset Management division located in downtown Nashville. This internship opportunity is with the interior planning team which is responsible for providing design services, including planning documents, furniture and move management to the various agencies across state government.

The selected interns should expect to report onsite for approximately 20 hours per week and will receive \$10.00 per hour (total internship pay to be approximately \$1600).

Over the course of the internship, interns can expect to gain practical experience in the world of real estate from an owner perspective vs. working in a private sector real estate firm or architectural firm where you only see the project and not necessarily how it affects the people that live and work in the space every day.

Primary Duties

Interns can expect to be assisting with leasing and workplace strategy (Alternative Workplace Solutions) projects as well as tenant requests that serve our customers. These projects may include anything from interior finish (carpet/paint) replacement, keyboard trays, workstation configurations, field measurements at a site location, entering items into CAD drawings, inventory of furniture product, interior library organization, and signage installation.

Requirements

- Currently seeking or recently graduated with a degree in interior design, architecture, architectural technology, or commercial design.
- Experience using AutoCAD is preferred.